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11 December 1950

MEMORANDUM FOR: All DD/I Personnel

SUBJECT: Report on the Vacancy Notice System

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1. The DD/I Vacancy Notice Procedure, established by DD/I N 20-560-2, has been in operation over two years. During this period of time some [REDACTED] vacancies throughout the area have been advertised and of the total number filled approximately 18% have been filled by individuals from offices other than the office issuing the notice. These results have exceeded considerably our original estimate of the potential success of the system for it was as obvious at the inception of the program as it is now that the majority of vacancies would be filled from within the office having the vacancy.

2. In addition to the reassignments mentioned above I believe we have gained many intangible benefits. Supervisors throughout the area have gained an insight into the wide range of talent available in other components and all employees have acquired considerable knowledge of the functions performed by other offices and of the types of people required to perform the various missions of the DD/I.

3. It is my feeling then, as well as that of the Assistant Directors, that the program has been useful, both from the standpoint of the individual and of the Agency and that we should by all means continue it. However, as with any program, time and usage point out certain facets which should be modified. So based on a comparison of the workload involved to the results achieved I am making the following changes in the system and issuing a revised notice (attached) to incorporate them. I feel sure these changes will not vitiate the spirit of the system and they should streamline its administration.

a. Advertising of professional vacancies in the grade 9 will no longer be required although any office is free to do so if it wishes. The grade structure of every DD/I office permits the selection of qualified professionals into the GS-9 level and this factor has resulted in a negligible

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response to GS-9 vacancies.

b. The provision in the notice requiring that at least three nominees from other offices be interviewed is being eliminated. In the future interviews will be conducted only where a candidate is found whose qualifications are of definite interest to the advertising office.

c. A direct exchange between incumbents of two positions where both incumbents are at the same grade and under the jurisdiction of the same AD was recognized in the initial notice as an exception to the rule requiring advertising of vacancies. This exception will be expanded to allow the exchange without advertising of two incumbents of the same grade, under the same AD even if one is in a higher graded position.


ROBERT AMORY, JR.
Deputy Director (Intelligence)

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Attach.

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